

# THE NEXT STEP



## NEW MEMBER GUIDE TO THE RENO COMPOSITE SQUADRON





United States Air Force Auxiliary-Civil Air Patrol  
**Reno Composite Squadron-27054**  
PO Box 339 Sparks, NV 89432-0339

Welcome!

On behalf of the members of the Reno Composite Squadron I would like to welcome you to the finest squadron in the Civil Air Patrol! It is our hope that your association with the Civil Air Patrol will be both productive and positive. If you have questions at any point, please feel free to ask either myself or any other member of the unit.

The Civil Air Patrol, commonly referred to simply as CAP, has been the Auxiliary of the United States Air Force for over half a century, proudly serving the nation from the days of World War Two to the present. The three basic missions of the Civil Air Patrol are Emergency Services, Aerospace Education, and the Cadet Program. Our training and activities are all related to one or more of these central missions. As a requirement of your initial indoctrination to the unit, you will undergo training that will explain the missions more in-depth.

Joining any organization is always somewhat confusing at first, with new names, faces, jargon, and ways of doing things to learn. To assist you in adjusting to CAP, the packet condenses some of the questions most often asked by new members. As always, please feel free to ask the squadron staff or myself if you need clarification on anything. A squadron newsletter is published quarterly and mailed to members, and is also available on-line at the squadron web site: <http://www.nvwg.cap.gov/rcs>

Our meetings are the 2<sup>nd</sup> and 4<sup>th</sup> Mondays at 7:00 p.m. at 601 South Rock Blvd. Our unit relies on its members being active participants in the activities and training being held. Not only are these events informative and interesting, they are a vital component of effective, proficient squadrons. Whenever possible, please participate and if possible volunteer to help develop and run these exciting programs and activities.

Once your membership application and fees have been processed by National Headquarters, Civil Air Patrol, you will receive a membership card with your identification and CAPID. This number will be your primary means of identification so please memorize it for future use.

We look forward to having you as an active member of the Reno Composite Squadron. Welcome, and thank you for donating your time, energy, and enthusiasm!

Eric Henry, Capt, CAP  
Squadron Commander  
Reno Composite Squadron

# Quick View New Member Checklist

## Joining CAP

- \_\_\_\_\_ Complete CAP Form 12 and have Squadron Commander review & sign, along with two forms of official ID
- \_\_\_\_\_ Have fingerprint card completed and brought with application
- \_\_\_\_\_ Make check payable to CAP for \$73.00

## After Joining CAP- Complete Level One and Initial Requirements

- \_\_\_\_\_ Meet with your assigned mentor to review your progress so far
- \_\_\_\_\_ Set up your account with E-Services ([www.capnhq.gov](http://www.capnhq.gov)) and enter your information, including contact, characteristics, identification, and photo (see directions on photo validation section of E-Services. Also visit the "Where Do I Start?" module for introductory information on CAP.
- \_\_\_\_\_ Complete all five parts of the Level One Training- To be completed in person and on-line at [http://www.capmembers.com/cap\\_university/level-i-foundations/](http://www.capmembers.com/cap_university/level-i-foundations/)
- \_\_\_\_\_ Read CAPR 50-17 Senior Member Professional Development Program, available in the CAP Pubs and Forms module in E-Services
- \_\_\_\_\_ Complete the General Emergency Services Exam ([CAPT 116](#)) online through the CAP Online Courses and Exams module in E-Services
- \_\_\_\_\_ Read CAPM 39-1 CAP Uniforms Manual, available in the CAP Pubs and Forms module in E-Services and the [basic guides](#) available through the member services section of [www.capmember.com](http://www.capmember.com)

## To Begin Emergency Services Training

- \_\_\_\_\_ Speak to your mentor about your interest in the Emergency Services mission areas that you will qualify in
- \_\_\_\_\_ Read CAPR 60-3 Emergency Services and Operations Manual available in the CAP Pubs and Forms module in E-Services
- \_\_\_\_\_ View the Specialty Qualification Training Report (SQTR) in your chosen area(s) to determine the required items to complete
- \_\_\_\_\_ Complete the open-book online CAPT 117 Exam that applies to you
- \_\_\_\_\_ Complete the [FEMA Incident Command System](#) (ICS) modules that apply to your operational field on-line & upload certificates to E-Services for validation
- \_\_\_\_\_ Pilots need to see the operations officer or the squadron commander for questions on qualifying for CAP pilot status

## Working Your Way Through the CAP Program

- \_\_\_\_\_ Review all possible specialty tracks to choose to pursue and sign up for one by seeing your squadron commander
- \_\_\_\_\_ Consult CAPR 35-5, discuss with the squadron commander about any qualification that merit promotions or duty assignment.
- \_\_\_\_\_ See the squadron commander for assignment into a staff position under a current staff officer for additional training.

Areas you should work on simultaneously as you progress in the Senior Member Program

## Mentoring and Working Towards Your Qualifications and Rank

### **Mentor Information:**

\_\_\_\_\_  
Name of Your Mentor

\_\_\_\_\_  
Rank

\_\_\_\_\_  
Best Phone Number to Reach Your Mentor

\_\_\_\_\_  
Best E-mail to Use

### **Select a Senior Member Specialty Track**

- |   |   |
|---|---|
| <input type="checkbox"/> 200 Personnel                  | <input type="checkbox"/> 214 Communications           |
| <input type="checkbox"/> 201 Public Affairs             | <input type="checkbox"/> 215 Aerospace Education      |
| <input type="checkbox"/> 202 Finance                    | <input type="checkbox"/> 216 Cadet Programs           |
| <input type="checkbox"/> 203 Inspector General          | <input type="checkbox"/> 217 Safety                   |
| <input type="checkbox"/> 204 Professional Development   | <input type="checkbox"/> 218 Plans and Programs       |
| <input type="checkbox"/> 205 Administration             | <input type="checkbox"/> 221 Chaplain                 |
| <input type="checkbox"/> 206 Logistics                  | <input type="checkbox"/> 223 Historian                |
| <input type="checkbox"/> 210 Flight Operations          | <input type="checkbox"/> 225 Moral Leadership         |
| <input type="checkbox"/> 211 Operations                 | <input type="checkbox"/> 226 Recruiting and Retention |
| <input type="checkbox"/> 212 Standardization-Evaluation | <input type="checkbox"/> 227 Information Technology   |
| <input type="checkbox"/> 213 Emergency Services         | <input type="checkbox"/> 228 Drug Demand Reduction    |

To view the specific requirements for your specialty track please go to E-Services and under the **Publications** section choose **Pamphlets** and view the specific requirements for your track. If your mentor is not rated in the specialty that you have chosen, an OJT advisor will likely be assigned as well to assist you with completing your technician rating requirements. Completing the technician rating in any of these specialty tracks earns you the leadership ribbon.

### **OJT Advisor Information:**

\_\_\_\_\_  
Name of Your Mentor

\_\_\_\_\_  
Rank

\_\_\_\_\_  
Best Phone Number to Reach Your Mentor

\_\_\_\_\_  
Best E-mail to Use

### **Promoting in Rank**

All members must review CAPR 50-17, available at E-Services, for information on the Senior Member program as well as directions on how to promote. You promote through each rank by completing objectives. For example, to promote to 1<sup>st</sup> Lieutenant you must be a 2<sup>nd</sup> Lieutenant for 1 year and have received a Technician Rating in a Specialty Track. You can also receive promotions based on your background training and jobs held in the squadron, so please review CAPR 50-17 to see if you qualify.

# CAP Pilot and Mission Duty Training Checklist

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Welcome to CAP! We value your volunteering spirit and look forward to assisting you in training for CAP aircrew status. This checklist is designed to expedite the process of becoming an aircrew member, and for pilots the end results would be CAP Mission Pilot. Pilots need to have a valid and current private pilot's license and an up-to-date medical. See CAPR 60-1, chapter 3, for details about minimum pilot qualifications for CAP. This checklist assumes that you are currently flying and have joined CAP. Because we operate high-performance aircraft in Nevada we require a minimum of 100 hours as PIC with 10 hours endorsed in high performance aircraft in order to qualify to be a CAP Pilot.

## First Months in the Program

1. Get General Emergency Services (GES) qualified. The GES test includes measuring your understanding of the Incident Command System (ICS), as well as CAP's role in emergencies. You can also study the GES materials and take the GES Test online through the CAP Online Courses and Exams module in E-Services: See CAPR 60-3 for details. You will also need to take specific mini exams, also open-book, that relate to your specific duty areas. These are called the CAPT 117 exams (10 questions each) and is also available in the Exams module.
2. CAP follows the federal Incident Command System (ICS) format of mission management, so every member who wants to serve on base staff or an aircrew will have to complete some basic course work that is available on the FEMA web site. Each member needs to consult their SQTR requirements to see what specific classes must be completed. As each member finishes a required course, download the course completion certificate (provided once you pass each course exam) and upload this into the Operations Qualifications module of E-Services.
3. Become familiar with entering information and uploading documents (in pdf form only) into E-Services. It is always the responsibility of each member to ensure they maintain up-to-date records and review training requirements listed in the Specialty Qualification Training Report (SQTR) for aircrew and the "What Do I Need" module for pilots, all of which can be found in the Operations Qualifications section for E-Services.
4. Make a habit of regularly printing your 101 card from the Operations Qualifications module in E-Services. This is a must for all ground and aircrew participants in a CAP mission. When training in any mission duty assignment, you must also print the SQTR paper and have your trainers sign each item they have trained you on. When complete, enter this information into E-Services, scan your SQTR card, and upload it into E-Services so the officer who will validate your entries can see you have completed all tasks for the qualification.

## Preparing for Aircrew Training

5. Start progressing towards Scanner qualification. A CAP Scanner is someone who is trained to look outside of the aircraft for various mission objectives. Those working towards mission pilot will need to go through this same training. This is done through a wing in-person course and two training flights, with the training regimen detailed in the [Mission Task Guide](#) under the Emergency Services section of [www.capmembers.com](http://www.capmembers.com). See the squadron commander or operations officer for directions on the training.



6. Complete the ICUT Communications Training program, available through E-services Learning Module. There are a series of training videos and an online exam, followed by an in-person evaluation. See CAPR 100-1 for details.
7. All aircrew members operating on ES missions are required to wear a USAF or CAP NOMEX flight suit, so make sure to get the flight suit and boots that meet your needs, based on weight and grooming conditions. See CAPM 39-1 for details.
8. Repeat the process you just underwent for Scanner training into the next phase of Aircrew work; the Mission Observer. In addition to looking for mission targets, the Mission Observer assists the Mission Pilot in navigation and radio operation. Just like the Scanner portion there is a course and training flights to participate in, and for potential mission pilots we ask that you complete this training as well.

### **Preparing for Base Staff Training**

9. Equally as important as aircrews are base staff, where the planning and implementation of all missions is conducted. The [Mission Task Guide](#) under the Emergency Services section of [www.capmembers.com](http://www.capmembers.com) also contains detailed objectives that have to be met. See the squadron commander or operations officer for directions on the training requirements. Your training will largely be completed at a practice or actual mission.
10. Base staff are often needed to serve as radio operators, so complete the Radio Operator Authorization Basic course (ROA-B) offered at the unit level.

### **Preparing for a CAP Pilot Check Ride/Mission Check Ride**

11. You must have a discussion with the operations officer to ensure a smooth transition to becoming a CAP pilot. The Operations section of [www.capmembers.com](http://www.capmembers.com) has enormous resources you must be familiar with. All prospective CAP pilots must understand the CAP Flight Management program outlined in CAPR 60-1 and complete the CAPR 60-1 online exam within 30 days of your scheduled check ride.
12. Schedule a check ride with a wing check pilot, called a From 5 check ride. The check ride will determine your proficiency in safely operating CAP aircraft and consists of ground instruction, review of your questionnaire, a flight check (not an FAA review), and a debrief with the check pilot.
13. Upload pdf scans of all required FAA documents prior to your check ride as well as CAP questionnaires and completed CAPF-5 after your successful check ride.
14. Once you complete your Form 5, attained a mission aircrew rating, and have at least 175 hours PIC you can pursue the mission pilot rating. In addition to understanding the requirements listed in CAPR 60-1 and CAPR 60-3, prospective mission pilots have a curriculum they will have to complete in the [Mission Task Guide](#) under the Emergency Services section of [www.capmembers.com](http://www.capmembers.com). Close coordination with the squadron operations officer will ensure proper preparation for this process.

# New Member Uniform Guide

CAP members have a choice between USAF uniforms or CAP Corporate uniforms. Members are required to wear a uniform when participating in or conducting the cadet program or when flying in CAP aircraft (corporate and member-owned aircraft used CAP flight activity), but not necessarily the AF style service uniform. Members equip themselves with the basic uniform, either the Minimum Basic Service Uniform or the CAP Distinctive Basic Uniform. The minimum basic uniforms for male and female cadets and senior members, which will satisfy most occasions, are listed below and in Paragraph 1-5, and Tables 1-1 and 1-2 of CAPM 39-1 CIVIL AIR PATROL UNIFORM MANUAL, available at E-services. The individual member can choose between the two options, but if a member chooses to wear the Air Force style uniforms they **MUST MEET ALL WEIGHT AND GROOMING STANDARDS**. This is non-negotiable; if a member does not meet the requirement listed in CAP Manual 39-1 they cannot wear the USAF uniform for any reason.

**Members MUST equip themselves with the basic uniform.** Members may obtain and wear the additional uniform items authorized in CAPR 39-1 on an optional basis. Uniform clothing may be altered to improve fit. However, alterations must not change the intended appearance of garment as designed. It is the member's personal responsibility to equip himself/herself with a proper uniform.

## Minimum USAF Style Basic Service Uniform

**Male:** Short-sleeve, light blue shirt; Dark blue trousers; Blue belt/silver buckle, Blue flight cap; Black shoes and socks. Insignia: CAP nameplate, shoulder patch, collar/lapel insignia, embroidered epaulet sleeve and flight cap emblem.

**Female:** Short-sleeve light blue blouse; Dark blue skirt or slacks; Flight cap; Neutral nylon hose; Black shoes; Black Handbag. Insignia: CAP nameplate, shoulder patch, collar/lapel insignia, embroidered epaulet sleeve and flight cap emblem.

## Minimum CAP Distinctive Basic Uniform

**Male:** Short-sleeve, white aviator shirt; gray trousers; black belt; black shoes and socks. Insignia: CAP nameplate, embroidered epaulet sleeve.

**Female:** Short-sleeve, white aviator shirt; gray slacks or skirt; plain black shoes. Insignia: CAP nameplate, embroidered epaulet sleeve.

## USAF (Green) or CAP (Blue) Nomex Flight Suit

Correctly fitting flight suit in good condition with Grade Insignia (regular size plastic encased grade insignia centered horizontally on top of each shoulder); Leather Name Patch on left pocket: (name, grade, and aeronautical rating); CAP Command Patch on right breast; Shoulder Patch: A cloth American Flag Emblem with gold border, 2" x 3 1/2", on left shoulder, 1/2-inch below the shoulder seam. Additional patches may be worn in accordance with CAPR 39-1; Black military style boots that cover the ankles.

## What Uniform to Wear

|                           |   |
|---------------------------|---|
| <b>CAP Basic Uniform:</b> | Squadron and wing meetings and training sessions; Participating as an aircrew on a Non Emergency Services flight; Ground base staff of a SAR/DR mission |
| <b>NOMEX Flight Suit:</b> | Participating as an aircrew member of an Emergency Services Mission   |

## Keep in Mind

1. Please look at CAPM 39-1 for uniform wear and device placement, available in the CAP Pubs and Forms module in E-Services and the [basic guides](#) available through the member services section of [www.capmembers.com](http://www.capmembers.com).
2. If you are buying either the green USAF style flight suit or the CAP blue version of the flight suit, make absolutely sure you are getting a genuine suit that is made of NOMEX. If you are planning to participate as an aircrew member in a SAR function, you **are required to wear a flight suit**. Before spending a lot of money on USAF flight suits check to see if the squadron or wing has decommissioned suits for free and that you meet the minimum standards.

# Where to Purchase Uniforms

## Vanguard

Both USAF and CAP uniforms are available here. Distinctive CAP insignia and devices such as the CAP nameplate, CAP aeronautical and specialty badges, and other items prescribed herein may be purchased from CAPMart/Vanguard or from approved commercial sources. A list of available articles from CAPMart/Vanguard, together with prices and ordering instructions, is at <http://www.vanguardmil.com/store/>

## Army and Air Force Exchange Service (AAFES)

To be eligible to purchase from a clothing sales store, a member must present a current CAP membership card. Purchases will be for cash or credit card only.

## AAFES AFMCSS Mail-Order Outlets.

In the event a clothing sales store is not convenient to the member, purchases may be made by mail order. Mail orders should be submitted on an individual basis using AAFES Form 4150-134, if available. A supply of mail order requisition forms, a current price list, and pertinent information concerning mail order sales are contained in the Army and Air Force Exchange Service Military Clothing Mail Order Catalog. Commanders of remotely located units not having access to an Air Force clothing store may request limited quantities of the catalog for use at unit level from Headquarters AAFES (PD-U), PO Box 660202, Dallas TX 75266-0202, indicating appropriate unit mailing address and number of catalogs needed. Catalogs will be distributed to units only, not to individuals. A letter request or improvised form may be used in lieu of AAFES Form 4150-134 reflecting the following information: Name, grade, social security number, and unit of purchaser with statement of duty status (CAP senior/cadet member); Shipping address of purchaser; Amount of payment enclosed; Type of payment, that is, postal money order, cashiers check, etc.; and Thirteen Digit Stock Number and Item Description. The requisition must be accompanied by a money order, certified check, or cashiers check made payable to Wright Patterson AFB Exchange. Payment must be for the full amount of the requested purchase. The shipper will prepay shipping charges. Refunds will automatically be made for overpayments of one dollar or more. Mail orders should be addressed to: AAFES Military Clothing Sales Store, Wright-Patterson AFB Exchange, Wright-Patterson AFB OH 45433

## AAFES Catalog.

CAP members may also order by phone, using a credit card, from the AAFES catalog; however, the member must first contact AAFES customer service and provide a copy of their CAP membership card in order to be entered into the AAFES system. Only uniform items may be ordered from the catalog. AAFES Customer Service can be reached by calling 1 800 527-2345.

## Excess/Surplus Sources.

The Air Force makes certain excess/surplus supplies available to CAP, and in some cases this includes uniform clothing. Articles made available normally consist of odd sizes or discontinued items. Members should always check with the unit logistics officer to determine if surplus items are available prior to purchasing uniform items.



# Acknowledgements

This packet is based upon the following materials:

**Great Start Program** 1 May 07 available at <http://level2.cap.gov/documents/BookletHighRes.pdf>

**CAP Knowledgebase-** <http://capnhq.custhelp.com/cgi-bin/capnhq.cfg/php/enduser/home.php>

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Visit the Reno Squadron Web Page at <http://www.nvwg.cap.gov/units/rcs.htm>